

**BERNALILLO COUNTY  
CAPITAL IMPROVEMENT PROGRAM**



**NEIGHBORHOOD  
INFORMATION  
HANDBOOK**

**SPRING 2004**

**2004 GENERAL OBLIGATION BOND PROGRAM  
AND  
SIX YEAR CAPITAL IMPROVEMENT PROGRAM  
2004 - 2010**

March 4, 2004

Dear County Resident:

The County is providing you this Capital Improvements Program (CIP) handbook to use in developing and submitting requests for the 2004 General Obligation Bond Program. The projects chosen by the Board of County Commissioners for this program will go before the voters in the November 2004 General Election. Your involvement is being solicited to assist in determining the capital improvement needs of our community.

The handbook outlines the instructions to complete your project requests forms. It also provides definitions of what a Capital Improvement Project is and what the advantages are in having a long range Capital Improvements Program to determine the future growth of the County.

The County will be conducting Commission District community meetings to explain the existing program and answer questions you may have. Department representatives will attend the meetings to answer questions concerning projects in your area. The meeting schedule is on page No. 4 of this handbook.

You are invited to submit project requests to:

**Capital Improvements Program Section  
One Civic Plaza NW, Room 10111  
Albuquerque, New Mexico 87102  
agonzales@bernco.gov  
Fax No. (505) 768-4329  
Phone No. 768-4185**

Each CIP request will be forwarded to the appropriate County department for incorporation into their plan. The final Plan will be reviewed by the County Planning Commission and adopted by the Board at a public meeting. Completed Neighborhood / Community Project Requests forms are due in the CIP office no later than **May 3, 2004.**

Sincerely,

Thaddeus Lucero  
County Manager

## TABLE OF CONTENTS

Introduction .....	Page 4
Neighborhood Meetings Schedule .....	Page 5
Capital Improvement Projects and Funding .....	Page 6
Examples of Capital Improvement Projects and Equipment .....	Page 6
Advantages of Capital Improvement Planning .....	Page 7
 SAMPLE NEIGHBORHOOD REQUEST FORM	 Attachment 1
NEIGHBORHOOD REQUEST FORM	Attachment 2

## INTRODUCTION

Each year the Bernalillo County Board of County Commissioners updates the Capital Improvement Program (CIP) to plan major County capital projects for the next six years. This process includes gathering input from citizens of the County including ideas on needed capital projects for their neighborhood areas and the County in general. Capital improvement projects selected by the Board and adopted in the CIP this summer will be placed on the ballot for General Obligation Bond funding in the November 2004 General Election.

This Handbook includes information to assist interested citizens with submission of project requests. It includes the definition and examples of capital projects, advantages of the County six-

year CIP, a sample Neighborhood Request Form, and a blank form. This form may be completed for each project you would like considered for the County's Capital Program. You may make copies for as many projects as you want to submit.

Staff is available to help you with the form and answer questions concerning the CIP. The County CIP staff can answer questions about the status of projects and the person to contact in each department who will be responsible for building and maintaining the project you propose, if funded. The phone number for the CIP Office is **768-4185**.

E-mail:  
[RE/Cap.Improvement@bernco.gov](mailto:RE/Cap.Improvement@bernco.gov)

A complete listing of all the capital projects with descriptions is available upon request or at the County's internet site:

**[www/http.bernco.gov/cip](http://www.bernco.gov/cip)**.

**The deadline for submitting Neighborhood Request Forms to the CIP office is  
Monday, May 3, 2004**

**You can mail, fax, or drop off the Neighborhood Request Forms to the following address:**

**Bernalillo County RE/CIP  
Suite 10111  
One Civic Plaza NW  
Albuquerque, NM 87102  
Fax No. (505) 768-4329**

Neighborhood meetings will be held in each Commission district to solicit input for the CIP. Neighborhood Requests Forms may also be submitted at these meetings.

# Bernalillo County

## Neighborhood CIP Meetings

**Wednesday, March 31, 2004 7:00 PM**

District 4 - Commissioner E. Tim Cummins  
Lt. Sibrava Command Center  
10401 Holly NE  
Phone No. 798-7007

**Wednesday, April 14, 2004 7:00 PM**

District 4 - Commissioner E. Tim Cummins  
Paradise Hills Community Center  
5901 Paradise Blvd. NW  
Phone 897-8897

**Wednesday, April 7, 2004 at 7:00 PM**

District 2 - Commissioner Steve D. Gallegos  
Westside Community Center  
1250 Isleta Blvd. SW  
Phone No. 877-8914

**Tuesday, April 6, 2004 at 6:30 PM**

District 3 - Commissioner Tom Rutherford  
Jefferson Middle School library  
712 Girard NE  
Phone No. 255-8691

**Thursday, April 15, 2004 at 7:00 PM**

District 5 - Commissioner Michael Brasher  
Los Vecinos Community Center, Tijeras  
478-1/2 Old Highway 66  
Phone No. 281-4455

**Thursday, April 22, 2004 at 7:00 PM**

District 1 - Commissioner Alan B. Armijo  
Raymond G. Sanchez  
9800 Fourth Street NW  
Phone No. 898-1414

## What are “Capital Improvement Projects” and how are they funded?

Capital Improvement Projects are local government investments funded through use of **special long term financing**. A wide range of public facilities and equipment are considered capital improvements. In business, these are “**fixed assets**” like real estate or machinery. They can include construction or replacement of buildings, utility systems, roads, bridges, or parks. Costs such as the financing, design and engineering necessary to complete a building project are included in Capital Improvement Projects. Heavy equipment for roadworking or public safety can also be considered a capital improvement. Capital improvements are rarely funded from operating funds.

The County can use several types of funding for Capital Improvement Projects.

**GENERAL OBLIGATION BONDS:** These bonds must be presented to the voters of the County for approval. In approving the sale of bonds for the projects, residents levy a tax on property based on value or an *ad valorem* tax. G.O. Bonds can’t be used to fund the repair or reconstruction of existing capital facilities.

**REVENUE BONDS:** These bonds are approved by ordinance by the County Commission. They are paid for by the pledge of a revenue source such as Gross Receipts Tax.

**SPECIAL ASSESSMENT DISTRICT BONDS:** These are bonds that are approved by the County Commission and paid for by a tax assessment levied on the property within a Special Assessment District. These bonds have a very limited application and are used for the construction of roads and storm drainage systems in a specific area.

**FEDERAL GRANTS:** The County may apply for funds from federal agencies such as the Economic Development Agency or the Environmental Protection Agency. The County must meet certain requirements to receive approval of these funds. Some grants require a percentage match from the County.

**STATE GRANTS AND APPROPRIATIONS:** The County receives grant funds from the State from agencies and through legislative appropriations. Some State grants may require matching funds from the County.

## EXAMPLES OF CAPITAL IMPROVEMENT PROJECTS AND EQUIPMENT

- County offices
- Fire and Sheriff Stations
- Libraries and books
- Hospitals and clinics
- Major building additions
- Land purchases
- Park land development
- Streets, sidewalks, trails
- Street lights and traffic signals
- Sewer lines and water lines
- Water and sewage treatment plant
- Storm drainage
- Landfills and disposal equipment
- Jail
- Recreation buildings
- Tennis courts
- Swimming pools
- Playground equipment
- Community centers
- Road graders and loaders
- Bulldozers and similar heavy equipment
- Sheriff and Fire radio systems

## ADVANTAGES OF CAPITAL IMPROVEMENT PLANNING

Capital Improvements Planning enables local governments to identify and assess community needs on an ongoing basis. Bernalillo County's Capital Improvements Program includes a citizen participation component that provides valuable input about needed County investments. In addition:

1. CIP provides a framework for decisions about area growth and development. Planning for water and sewer lines, transportation, public safety and recreation are critical to those who develop residential, commercial and industrial tracts.
2. CIP enables the County to prioritize public investments. A particular project may seem important until compared to a project list of County-wide capital needs.
3. CIP helps preserve existing property values. Well-maintained public roads, storm drains and buildings positively affect property values and may encourage property owners to maintain and upgrade their property.
4. CIP helps distribute public costs equitably over a longer period of time. Financial planning for public infrastructure can avoid the need to impose "crisis" rate and tax increases and enhances opportunities for Federal and State financial assistance. Bond underwriters look favorably on communities that have a strategy for capital investment.
5. CIP can assure funding for needed repair of existing facilities before they fail. Failure is almost always more costly, time-consuming and disruptive than planned repair and/or replacement.
6. CIP promotes efficient government operation. Coordination of Capital Projects can reduce scheduling conflicts among projects and save time and money.
7. CIP is a tool for community involvement. Citizens who participate can become informed about all aspects of County government and help to identify needed public investments.

**The County has prepared the attached Neighborhood Request Form for suggested CIP projects. A completed sample form is also included. Please note the deadline for submissions to the CIP office is May 3, 2004.**